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1985

MEMORANDUM FOR: Deputy Director for Administration

FROM: Henry P. Mahoney
Director of Logistics

SUBJECT: FY-85 Accomplishments

REFERENCE: Memo fm DDA to multi addrees, dtd 14 Nov 85,
Same Subject

1. I am pleased to forward (Attachment A) a list of OL's more noteworthy FY-85 accomplishments, especially those that reflect the growth in our support activities Agencywide.

2. Because this list is oriented to the DCI, it omits many of our less spectacular accomplishments, which nonetheless are crucial to the Agency's day-to-day operations and of which we are equally proud. I'm therefore also attaching (Attachment B), for your additional information, an expansion on the report I made in our formal quarterly presentation to you on 25 November.

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Attachments
as stated

Henry P. Mahoney

Unclassified when
separated from attachments

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ATTACHMENT
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OFFICE OF LOGISTICS FY-85 ACCOMPLISHMENTS

As in FY 84, OL's workload increased in almost all functional areas, in some instances reaching historical highs. We view our timely and efficient response to those spiraling requirements -- in addition to our myriad routine, ongoing services in support of Agency operations -- as OL's most significant overall accomplishment in FY 85. Highlights follow:

Movement of materiel

Processed record levels of materiel [redacted] with line items received soaring 115 percent above 1984 levels. The amount of materiel received is the principal determinant of the [redacted] workload and drove all of the increases experienced throughout FY 85. [redacted]

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Implemented barcoding at [redacted] which will increase speed of recording data, reduce data-entry errors, enhance data security, and give the [redacted] future capabilities for property accountability and inventory management.

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Shipped record tonnages of materiel at [redacted] with increases over FY 84 of --

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OL FY-85 Accomplishments (cont'd)

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Procurements and contracting

25X1 Responded to increased Agency-wide procurement activity (including actions by contracting teams). Number of procurement actions processed [] rose by 11 percent over FY 84 and 48 percent over FY 83; dollars obligated (over \$1 billion) by 40 percent over FY 84 and 65 percent over FY 83.

Raised the number of the Agency's competed contracts (in compliance with legislation implemented in FY 85) by 15 percent -- and our competed dollars by 54 percent -- over FY 84.

Increased the dollar threshold for Small Purchases Section procurements from \$2,500 to \$5,000, resulting in a speed-up of processing time for low-dollar acquisitions.

Improved fiscal year-end performance through a 9-percent reduction in procurement requests initiated -- and a 30-percent reduction in dollars obligated -- in 4th Quarter.

Created a new contracting team for the Office of Communications.

Real estate and construction activities

Assumed responsibility for operations and maintenance of external buildings.

Completed Phase I of [] renovation (for Apr 85 occupancy).

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Completed the design and awarded the construction contract for a warehouse/office building in []

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25X1 Obtained approval for a warehouse annex []

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OL FY-85 Accomplishments (cont'd)

Printing and photography

Responded to additional requirements with publication of the new Midday Intelligence Report (MIR) and the 20,000-copy USSR Energy Atlas (P&PD's largest single printing job ever, using a two-color press full time for a six-week period).

Initiated secure printing procedures (permitting tracing of unauthorized copies) for the PDB, NID, and SNIE.

Operations, maintenance, and engineering at Headquarters.

Transferred maintenance and operations from GSA to HOME Division, OL (specifically, to Allied Eastern States Maintenance Corporation), with 97-percent completion rate on over 14,000 work orders received (95 percent responded to within 48 hours).

Completed "quality of life" upgrades in the Headquarters Building, including --

- . Renovation of cafeteria and gymnasium.
- . Repair of pedestrian tunnel.
- . Painting of ground-floor public areas and all restrooms.

Developed a Headquarters space-allocation plan as the baseline for all future configuration changes in the Headquarters Building.

Enhanced maintenance responsiveness by --

- . establishing a comprehensive preventive-maintenance program for all mechanical equipment in Headquarters and P&P Buildings, the auditorium, and power plant.
- . activating an Emergency Communications network for use by Allied Corporation in supporting daily maintenance activities.

25X1 Activated and shifted most of the shipping, receiving, and storage requirements from the Headquarters compound to the warehouse.

New Building activities.

Awarded contract for construction of the New Headquarters Building (North & South Towers "topped out" during FY 85).

Opened first and second decks of parking garage.

Selected A&E firm for the Child Day Care Center.

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SUPPLY DIVISION

- 25X1 1. Experienced Record-Level Workload
(See Attachment A for statistics)

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9. ° Established

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HEADQUARTERS OPERATIONS, MAINTENANCE AND
ENGINEERING DIVISION

1. Transfer of Maintenance and Operations Responsibilities from the General Services Administration to the Headquarters Operations, Maintenance and Engineering Division and Specifically to Allied Eastern States Maintenance Corporation
 - ° Acknowledged employee excellence by awarding Quality Step Increases to six employees and Special Achievement Awards, totalling \$5,450, to seven additional employees. Recommended one Staff Meritorious Unit citation.

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2. The Division's Organization and Staffing Complement was Revised and Reorganized to Support the Expanded Mission and Additional Responsibilities Assigned to the Division During FY-85. The expanded mission and responsibilities include:
 - Assignment to HOME of the Headquarters Building Facilities Management responsibility
 - The integration into the division of mission responsibilities and personnel previously assigned to the Real Estate and Construction Division
 - The establishment of a decentralized contracting dedicated solely to supporting division activities
 - The configuration management concept supporting the specific mission of the division
 3. Completed Most of the Facilities-Related Construction Projects Associated with the DDA "Quality of Life" Upgrade of the Headquarters Building
 - Cafeteria renovation and upgrade
 - Repair of the pedestrian tunnel
 - Painting of the ground floor public areas
 - Renovation and upgrade of the Headquarters gymnasium
 - Painting of all restrooms
 4. Enhanced Headquarters Maintenance Responsiveness and Capabilities
 - Established a comprehensive preventive maintenance program under Allied Eastern States Maintenance Corporation for all mechanical equipment in Headquarters Building, Printing and Photography Building, the power plant and the Headquarters Auditorium.
 - Activated an emergency communications network for use by Allied Eastern States Maintenance corporation, comprised of 14 hand-held General Electric transceivers, a single repeater and a base station, for routine and emergency communication to support HOME's maintenance activities on a daily basis
- 25X1 Activated the [] and Shifted the Majority of Material Shipping, Receiving and Storage Requirements from the Headquarters compound []
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6. Established an Automated Courier Receipt System (ACRS) which Tracks All Top Secret and Codeword Mail
 - Developed a work order tracking system utilizing Wang word processor capabilities to enable HOME to apprise customers on the progress of work requests and also to measure Allied's performance
7. Allied Service to Operation and Maintenance of Headquarters Building:
 - Of 14,164 work orders initiated, 13,796 completed (i.e., 97% completion rate)
 - All 8,923 service calls received were responded to - 95% within 48 hours; 5% after 48 hours
 - Completed 255 special taskings for office renovation (5.4 million)
8. Developed the 1985 Headquarters Space Allocation Plan which Forms Baseline for All Future Configuration Changes in the Headquarters Building
9. During Relocation of Power, Data, Steam and Chilled Water Lines Serving the Headquarters Compound, Maintained Continuous Operation of All Utilities Supporting the Headquarters Building

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REAL ESTATE AND CONSTRUCTION DIVISION

- 25X1. Phase I of [REDACTED] Renovation Project Completed With Agency Occupancy Beginning in April
2. External Buildings Operations Branch Assumed Responsibility for Operation and Maintenance of External Buildings in the Metropolitan Area and for Parking

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- 25X1. Developed and Completed the Design Phase for [REDACTED] and Awarded a \$1.3M Construction Contract

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5. National Capital Planning Commission Approved Plans for a [REDACTED]

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6. Real Estate and Construction Division Engineer Rendered TDY Support to [REDACTED]

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7. Foreign Buildings Office Liaison

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8. Negotiated an Agreement to Lease the First Floor and Basement of [REDACTED] Located on [REDACTED] Compound

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25X1. Assisted in Negotiating a Contract with [REDACTED] Company on Behalf of the SSA/DDA and the Allowance Policy Committee to Obtain Cost-of-Living Data in Selected U.S. Cities

10. Delegation of Authorities Granted

- ° From GSA to directly contract for alterations/repairs and construction costing up to \$25,000 in Agency external buildings
- ° From RECD to certain administrative and logistics officers to contract for minor repairs/alterations costing under \$1,000 in external buildings

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PROCUREMENT DIVISION

1. Procurement Activity Increased (See Attachment B)

- Actions - From 24,455 in FY-84 to 27,614 in FY-85

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2. Professional Positions Encumbered

- All professional positions were encumbered with the exception of the newly authorized Contract Administration and Settlement Branch

3. Contract Administration and Settlement Branch Established

- Established to perform management, administration, followup settlement, and closeout of all Agency low-dollar-value acquisitions, high-dollar value equipment, production contracts, selected services, Agency-funded automated data processing equipment, and selected R&D contracts

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5. Raised Dollar Value Threshold for Procurements Made by Small Purchases Branch

- Has given Contracting Officers more time to concentrate on high-dollar value contracts
- Shortened procurement processing time for low-dollar acquisitions

PRINTING AND PHOTOGRAPHY DIVISION

1. Began Publication of a New Current Intelligence Report the Midday Intelligence Report (MIR)

- Only 15 minutes allowed to compose job and produce final page output

2. Completed a USSR Energy Atlas

- Largest P&PD job to date with over 20,000 copies produced
- Two-color press utilized on a full-time basis for a six-week period

3. Implemented Secure Printing Procedures for the President's Daily Brief, the National Intelligence Daily, and Selected National Intelligence Estimates
 - With this type of printing, unauthorized copies to any and all portions of document can be traced back to consignee
4. Responded to Short Deadline for Publication of the Soviet Acquisition of Militarily Significant Western Technology: An Update
 - Approval to print received 6 September and all 50,500 copies required were completed by 13 September, well before the 18 September deadline
 - Short deadline required that portion of job be contracted to a commercial printer
5. Provided Photographic Support to the Department of Justice
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 - Designed and produced 132 40- by 50-inch briefing board exhibits
6. Recruitment Efforts
 - 25X1
 - Established Cooperative Work Study Program with
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NEW BUILDING PROJECT OFFICE

1. North and South Towers "Topped Off"
2. Contract Awarded to Centex Construction Company for New Headquarters Building
3. First and Second Parking Decks of Parking Garage Made Available to Agency Employees
4. Parking and Traffic Management Contractor Selected and Commenced Work
5. Selection of A&E Firm for Day Care Center Made
6. Phase I of Office Fitup and Layout Completed to Individual Desks

7. Virginia Department of Highways and Transportation Instructed to Proceed with Design of Route 123 Construction
8. Final Drawings for George Washington Memorial Parkway Acceleration Lane Received by CIA
9. Extension of North Parking Lot and Construction of Permanent Lot 1 Completed Phase B of Parking Plan
10. Subcontractor Completed Asbestos Removal in Power Plant
11. Senate Select Committee Staffers Briefed on Status of New Headquarters Building

PERSONNEL AND TRAINING STAFF

1. Recruitment Effort
 - Finished fiscal year 16 over ceiling
 - 59 professional/technical and 85 clerical/wage EODs (144 total)
 - On 30 September 1985, 150 professional, technical, clerical and wage applicants in process
2. Increased Training
 - During FY 1985 OL careerists participated in 477 external courses at a total cost of \$170,874
 - There was a continued emphasis on Career Training Program sponsorship for OL careerists, with six internal and one external careerist sponsored in the program in FY 1985
 - Three OL careerists completed the Career Training Program in FY 1985
 - Sponsored five runnings of the Field Administration Course with 20-25 students participating in each session
 - The ground work was laid for the complete review of all existing OL training courses and programs, as well as the need for new courses/programs. This review is an FY 1986 directorate-level MBO initiative.
 - A senior OL careerist was identified for rotational assignment to OTE as the focal point officer for Agency Procurement Training.

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- During the fiscal year, the original two participants in the Logistics Management Development Program started their training programs.

3. Awards Activity

- An Employee of the Quarter award program was instituted and will recognize a maximum of seven OL careerists each quarter who have made a significant contribution to the Office of Logistics.
- During the fiscal year, OL careerists were approved for 94 awards and medals as follows:
 - 2 Intelligence Medals of Merit
 - 3 Career Intelligence Medals
 - 5 Intelligence Commendation Medals
 - 6 Certificates of Merit
 - 26 Quality Step Increases
 - 29 Special Achievement Awards (\$500 or less)
 - 1 Special Achievement Award (\$501 to \$1,000)
 - 4 Special Achievement Awards (\$1,001 or more)
 - 12 Exceptional Accomplishment Awards (\$500 or less)
 - 4 Exceptional Accomplishment Awards (\$501 to \$1,000)
 - 2 Exceptional Accomplishment Awards (\$1,001 or more)

PROCUREMENT MANAGEMENT STAFF

1. Acquisition Handbook Revised

- Revamped Acquisition Handbook, which is used by Agency contracting and technical personnel

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2. FAR Implementation

- Established checklists for FAR clauses to be used in lieu of the old DAR General Provisions
- Distributed the "Guide for Use of Solicitation Provisions and Contract Clauses"
- Memorandum sent to all procurement elements on FAR implementation

3. Initiated Contracting Officer Warrant System

- 20 certificates issued

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4. Training Efforts

- Presented 8 runnings of Acquisition Management for CIA Technical Personnel Course to 225 students in attendance
- Eight sessions of Brown-Bag Workshops were held with an average of 42 employees per session
- Twenty-one Contract Support Assistants attended a one-day session to receive instructions in the preparation of FAR contracts
- At a workshop for Contracting Officers, 84 staff employees received instruction in CIA FAR implementation, CICA, new initiatives and the newly formed Contract Administration Branch

5. Formed New Contracting Team

- New CIA Contracting Team created for the Office of Communications

6. Acted Upon the Competition in Contracting Act

- Circulated memorandum to all Contracting Officers outlining the data CONIF will capture as a result of CICA
- Replied to GAO request for compliance with CICA
- Drafted Headquarters Notice which is currently undergoing coordination.
- Reviewed two competition waivers--one for OC standardized items and the other for OTS
- Coopers and Lybrand

INFORMATION AND MANAGEMENT SUPPORT STAFF

1. Logistics Integrated Management System (LIMS) Developments

- LIMS development and quality control contracts were terminated because:
 - concerns about quality and timing of software being delivered
 - commercial software packages appeared to satisfy LIMS requirements

2. Agency Standard Accountable Property System (ASAPS) Developed and Marketed
 - ASAPS design revised, new software written, and 35 users converted to the system
3. Published a Field Guide for Logistics Personnel
 - Comprehensive, easy-to-read booklet to help inexperienced non-Logistics careerists overseas perform a variety of tasks
 - 200 hard copies and 50 microfiche copies sent to area divisions
 - Copies being used in Field Administration Course and other programs involving trainees
4. Personal Property Claims Publication
 - Fifth edition of "Government Liability for Personal Property Claims" published

SECURITY STAFF

1. Expedited the Security Clearance on Allied Maintenance Personnel
 - Conducted 409 prepolygraph interviews and coordinated the security processing, briefing and badging of Allied Maintenance applicants
2. Increased Number of Contractor Facilities Cleared to Store Classified Material
 - At the end of FY-85 there were facilities cleared compared to at the end of FY-84, a 6 percent increase
3. Rewrote Standard Security Procedures for Contractors
 - First update of White/Green Book since 1979

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